

TECHNICAL EXHIBIT 4

REQUIRED REPORTS

See attached Contract Data Requirement List (DD Form 1423) for required data and the supporting Data Item Description (DD Form 1664) for required format. The abbreviations and their meaning are:

DS - Destination

OMAS - One month ahead of schedule

ONE/R - One time with revisions

WKLY - Weekly

MTHLY - Monthly

QTRLY - Quarterly

N/A - Not applicable

CONTRACT DATA REQUIREMENTS LIST

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP TM OTHER	
D. SYSTEM/ITEM Military Family Housing		E. CONTRACT/PR NO. F41612-97-R0096		F. CONTRACTOR Housing Maintenance	
1. DATA ITEM NO. 001	2. TITLE OF DATA ITEM Schedule for Recurring Equip Insp and Maintenance			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE C-5, 5.2.1.1, 5.8 & TE 2c		6. REQUIRING OFFICE Base Civil Engineer	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Annually	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE See Item 16.	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repro
16. REMARKS HVAC Inspections will be conducted Oct-Nov each year.				QAE/CO	1 1
				15. TOTAL →	1 1
1. DATA ITEM NO. 002	2. TITLE OF DATA ITEM Monthly Cost Information			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) N/A		5. CONTRACT REFERENCE C-5, para 5.28.		6. REQUIRING OFFICE Base Civil Engineer	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY MONTHLY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE DS		11. AS OF DATE See Item 16.	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repro
16. REMARKS Item 11: Close-out date should be end of previous month. Item 12: Submit by 5th calendar day of month following first month and on the 5th calendar day of subsequent months.				QAE	1 1
				15. TOTAL →	1 1
1. DATA ITEM NO. 003	2. TITLE OF DATA ITEM Monthly Cost Information General Officer Quarters			3. SUBTITLE GOQ Report	
4. AUTHORITY (Data Acquisition Document No.) N/A		5. CONTRACT REFERENCE C-5, para 5.28.		6. REQUIRING OFFICE Base Civil Engineer	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY MONTHLY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE See Item 16.	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repro
16. REMARKS Item 11: Close-out date should be end of previous month. Item 12: Submit by 5th calendar day of month following first month and on the 5th calendar day of subsequent months.				QAE	1 1
				15. TOTAL →	1 1
1. DATA ITEM NO. 004	2. TITLE OF DATA ITEM Data to Update Master Appliance Listing			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) N/A		5. CONTRACT REFERENCE C-5, para 5.2.4.		6. REQUIRING OFFICE Base Civil Engineer	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY MONTHLY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE See Item 16.	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repro
16. REMARKS Item 11: Close-out date should be end of previous month. Item 12: Submit by 5th calendar day of month following first month and on the 5th calendar day of subsequent months.				QAE	1 1
				15. TOTAL →	1 1
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

CONTRACT DATA REQUIREMENTS LIST

F41612 98 00003

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP TM OTHER	
D. SYSTEM/ITEM Military Family Housing		E. CONTRACT/PR NO. F41612-97-R0096		F. CONTRACTOR Housing Maintenance	
1. DATA ITEM NO. 0005	2. TITLE OF DATA ITEM Contractor's Quality Control Plan			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) N/A		5. CONTRACT REFERENCE C-1, para 1.3 - 1.3.3.		6. REQUIRING OFFICE Contracting Office	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY ONE/R	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE DS		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION	15. TOTAL →	
16. REMARKS Item 12: Initial Quality Control Plan due to Contracting Office prior to pre-performance meeting. Revised/update plan due at start contract.				17. PRICE GROUP	
				18. ESTIMATED TOTAL PRICE	
1. DATA ITEM NO. 006					
2. TITLE OF DATA ITEM Completed Svc Call Job Orders					
3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) N/A		5. CONTRACT REFERENCE C-5, para 5.3. - 5.3.4.		6. REQUIRING OFFICE Base Civil Engineer	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Weekly	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE DS		11. AS OF DATE See Item 16	13. DATE OF SUBSEQUENT SUBMISSION	15. TOTAL →	
16. REMARKS Item 11: End of Previous week. Item 12: Submit completed J/O to the QAE no later than 0800 hours on the first working day following the week represented by J/O.				17. PRICE GROUP	
				18. ESTIMATED TOTAL PRICE	
1. DATA ITEM NO. 007					
2. TITLE OF DATA ITEM Monthly Service Call Breakdown Information					
3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) N/A		5. CONTRACT REFERENCE C-5, para 5.2.8.3.		6. REQUIRING OFFICE Base Civil Engineer	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE DS		11. AS OF DATE See Item 16.	13. DATE OF SUBSEQUENT SUBMISSION	15. TOTAL →	
16. REMARKS Item 11: End of the previous month. Item 12: Submit by 5th calendar day of the month following the first month and on the 5th calendar day of subsequent month.				17. PRICE GROUP	
				18. ESTIMATED TOTAL PRICE	
1. DATA ITEM NO. 008					
2. TITLE OF DATA ITEM Quality Indicators					
3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) N/A		5. CONTRACT REFERENCE C-5, para 5.2.8.4.		6. REQUIRING OFFICE Base Civil Engineer	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE DS		11. AS OF DATE See Item 16.	13. DATE OF SUBSEQUENT SUBMISSION	15. TOTAL →	
16. REMARKS Item 11: End of the previous month. Item 12: Submit by 5th calendar day of month following the first month and on the 5th calendar of subsequent months.				17. PRICE GROUP	
				18. ESTIMATED TOTAL PRICE	
G. PREPARED BY		H. DATE		I. APPROVED BY	
				J. DATE	

CONTRACT DATA REQUIREMENTS LIST										Form Approved OMB No. 0704-0188	
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A. CONTRACT LINE ITEM NO.			B. EXHIBIT			C. CATEGORY: TDP TM OTHER					
D. SYSTEM/ITEM Military Family Housing				E. CONTRACT/PR NO. F41612097-R0096				F. CONTRACTOR Housing Maintenance			
1. DATA ITEM NO. 009		2. TITLE OF DATA ITEM Refrigerant (R-22) for Air Conditioning					3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) N/A				5. CONTRACT REFERENCE TE 6, para 3.5.9.3.				6. REQUIRING OFFICE Base Civil Engineer			
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY Monthly		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE DS				11. AS OF DATE See Item 16		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE QAE		b. COPIES	
								Draft		Final	
								Reg		Repro	
16. REMARKS Item 11: Close-out date should be end of previous month. Item 12: Submit by 5th calendar day of month following first month and on the 5th calendar day of subsequent months.											
								15. TOTAL →			
1. DATA ITEM NO.		2. TITLE OF DATA ITEM					3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE				6. REQUIRING OFFICE			
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE				11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES	
								Draft		Final	
								Reg		Repro	
16. REMARKS											
								15. TOTAL →			
1. DATA ITEM NO.		2. TITLE OF DATA ITEM					3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE				6. REQUIRING OFFICE			
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE				11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES	
								Draft		Final	
								Reg		Repro	
16. REMARKS											
								15. TOTAL →			
1. DATA ITEM NO.		2. TITLE OF DATA ITEM					3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE				6. REQUIRING OFFICE			
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE				11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES	
								Draft		Final	
								Reg		Repro	
16. REMARKS											
								15. TOTAL →			
G. PREPARED BY				H. DATE		I. APPROVED BY				J. DATE	

17. PRICE GROUP

18. ESTIMATED
TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED
TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED
TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED
TOTAL PRICE

DATA ITEM DESCRIPTION

F41612 98 D0003

Form Approved
OMB No. 0704-0188

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1. TITLE

Monthly Cost Information

2. IDENTIFICATION NUMBER

002

3. DESCRIPTION/PURPOSE

The purpose of this report is to provide information concerning cost of maintaining MFH.

4. APPROVAL DATE
(YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

Costs for maintaining MFH are subject to statutory limitations. This information is required to determine that costs conform to these limitations.

8. APPROVAL LIMITATION

N/A

9a. APPLICABLE FORMS

N/A

9b. AMSC NUMBER

N/A

10. PREPARATION INSTRUCTIONS

Provide cost data for the month as of the last day of the month. Submit the report by the fifth day of the following month. (Develop own format). The contractor shall give a type written original plus one copy to the QAE.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
F41612 98 D0003				
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1. TITLE			2. IDENTIFICATION NUMBER	
Monthly Cost Information - General Officer Quarters			003	
3. DESCRIPTION/PURPOSE				
Provides actual cost data for maintenance of General Officers' Quarters (GOQ)				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP				
Costs for maintaining MFH are subject to statutory limitations. In addition, costs to maintain GOQs are closely scrutinized by DOD and Congress.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER		
N/A	N/A	N/A		
10. PREPARATION INSTRUCTIONS				
Provide actual cost data for the month as of the last day of the month on each individual set of GOQs where maintenance has been performed. Submit the report by the fifth day of the following month. (Develop own format.) The contractor shall give a type written original plus one copy to the QAE.				
11. DISTRIBUTION STATEMENT				

DATA ITEM DESCRIPTION

F41612

98

D000

03

Form Approved

OMB No. 0704-0188

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1. TITLE

Data to Update Master Appliance Listing

2. IDENTIFICATION NUMBER

004

3. DESCRIPTION/PURPOSE

Data provided by the contractor is used by the Government to keep the appliance master listing complete and up to date.

4. APPROVAL DATE
(YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

Application: Master listing is used to determine base cost information for replacement decisions.

8. APPROVAL LIMITATION

N/A

9a. APPLICABLE FORMS

N/A

9b. AMSC NUMBER

N/A

10. PREPARATION INSTRUCTIONS

Prepare and submit an update of the appliance listing on a monthly basis in the following format:

Address	Dishwasher	Refrigerator	Range	Year	Model #	Serial #	Job Order #	Install Date
5A ASH	Whirlpool			97	DU840CWDB4	FF3812131	PR11008-7	10/10/97
21B ASH		Whirlpool		97	ET18NKXDN06	EF3223577	PR10009-7	10-12-97
201B Titan			Whirlpool	97	SF315PEEN0	RF3435899	PR10010-7	10-12-97

Appliances on this listing should be limited to free-standing stoves, refrigerators, dishwashers and other plug in items. The contractor shall give a type written original plus one copy to the QAE.

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

F41612 98 D0003

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1. TITLE

CONTRACTOR'S QUALITY CONTROL PLAN

2. IDENTIFICATION NUMBER

005

3. DESCRIPTION/PURPOSE

The Quality Control Plan provided by the contractor shall describe the inspection system for the required services. It shall specify how, when and whom each service will be inspected. It shall describe how questionable service will be identified before service becomes unacceptable. It shall describe the method(s) used to record the QC inspections and the disposition of these inspection records.

4. APPROVAL DATE
(YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

This Quality Control Plan indicates that internal company procedures available are used to provide quality performance to the government at all times.

8. APPROVAL LIMITATION

N/A

9a. APPLICABLE FORMS

N/A

9b. AMSC NUMBER

N/A

10. PREPARATION INSTRUCTIONS

Must be typewritten with a cover page identifying the plan and the effective date. Must contain, as a minimum, the provisions listed in Section C-1, para 1.3. A basic version outlining a general approach shall be available no later than the preperformance conference. A final updated version adapted to the specific requirements of the Performance Work Statement shall be submitted by the start of the contract. An updated plan shall be submitted as changes occur and whenever a CDR warrants changing the QC plan.

11. DISTRIBUTION STATEMENT

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1. TITLE			2. IDENTIFICATION NUMBER			
Completed Svc Call Job Orders			006			
3. DESCRIPTION/PURPOSE						
The purpose of this submission is to verify response and completion times for service calls and to verify reimbursable material costs for completed service calls and ensure all the information corresponds with the job order log.						
4. APPROVAL DATE (YYMMDD)		5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)		6a. DTIC APPLICABLE		6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP						
This submission will provide the basis for accurate payment to the contractor.						
8. APPROVAL LIMITATION			9a. APPLICABLE FORMS		9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS						
Submit completed job orders to the QAE no later than 0800 hours on the first working day following the week represented by the job orders.						
11. DISTRIBUTION STATEMENT						

DATA ITEM DESCRIPTION F41612 98 D0003

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1. TITLE

Monthly Service Call Breakdown Information

2. IDENTIFICATION NUMBER

007

3. DESCRIPTION/PURPOSE

The contractor shall provide the QAE with the service call break down by the 5th calendar day of the month for all service calls received for the preceding month. The break down shall provide totals for Emergency, Urgent, Routine service calls and of these three categories, break out into General Maintenance, Appliance Repair, Air Conditioning Repair and Heating Repair.

4. APPROVAL DATE (YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

To provide accounting of service calls received.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

The format that the contractor shall provide is shown below. The contractor shall give a typed written original to the QAE.

<u>MONTH</u>	<u>EMERGENCY</u>	<u>URGENT</u>	<u>ROUTINE</u>	<u>GEN MAINT</u>	<u>APPL REPAIR</u>	<u>A/C REPAIR</u>	<u>HEAT REPAIR</u>	<u>TOTAL SVC CALLS</u>
April	350	375	287	713	132	100	67	= 1,012

11. DISTRIBUTION STATEMENT

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1. TITLE Quality Indicators	2. IDENTIFICATION NUMBER 008
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3. DESCRIPTION/PURPOSE
Contractor shall provide a list of all completed emergency, urgent and routine service calls for the month to the QAE by the 5th calendar day of the month for the preceding month.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
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7. APPLICATION/INTERRELATIONSHIP
This report will be used by Civil Engineer Squadron Commander to brief the AETC Commander.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
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10. PREPARATION INSTRUCTIONS
The format that the contractor shall provide is shown below. The contractor shall give a type written original plus one copy to the QAE.

List by Type	Job Order No.	Date Rcvd	Time Rcvd	Date Comp	Time Comp	Actual Comp Time
Urgent	GM-120398-7	12-16-96	09:25	12-16-96	12:30	3:05

11. DISTRIBUTION STATEMENT

DATA ITEM DESCRIPTION

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1. TITLE

Refrigerant (R-22) for Air Conditioning

2. IDENTIFICATION NUMBER

009

3. DESCRIPTION/PURPOSE

Data provided by the contractor is used by the government to keep an accurate account of (R-22) used in the Military Family Housing. Contractor shall provide listing to the QAE by the 5th calendar day of the month for the preceding month.

4. APPROVAL DATE (YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

The format that the contractor shall provide is shown below. The contractor shall give a type written original plus one copy to the QAE.

<u>Address</u>	<u>J/O #</u>	<u>Equip ID</u>	<u>Type Freon</u>	<u>Pounds Issued</u>	<u>Date</u>	<u>Signature</u>
2A ASH	GM-120398-7	3455	R-22	2	21 Dec 96	

11. DISTRIBUTION STATEMENT